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## TOWN OF NEW RICHMOND

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[Clerk@nrtown.com](mailto:Clerk@nrtown.com)

### Minutes of the Meeting

February 1, 2023 6:00 p.m.

**Roll Call:** Present, President Minnie Howard, Council Member Shelly Wulfers, Clerk/Treasurer Alaathea Foust, Town Marshal Jeremy Minor, Town Superintendent Jay Busse and Attorney Rob Reimondo.  
Not Present, Council Member Linda Forbes.

Minnie H. opened the meeting with the pledge of allegiance.

Alaathea Foust Clerk/Treasurer presented approval for Minutes of Meeting on January 4, 2023 at 6:00 p.m., Shelly W. made the motion to approve the minutes, Minnie H. seconded the motion, Minnie H. called for a vote, motion carried.

Alaathea Foust Clerk/Treasurer presented approval for Minutes of Work Session on January 13, 2023 at 9:00 a.m., Shelly W. made the motion to approve the minutes, Minnie H. seconded the motion, Minnie H. called for a vote, motion carried.

#### **Amendments/Additions to Agenda: None**

**Streets/Maintenance:** Jay Busse said we been trimming trees back off the streets, plowed the snow and took care of a work order from the clerk.

**Water/Sewer:** Earl Heide not present.

**Town Marshal:** Jeremy Minor there has been a couple of complaints about dogs.

**Fire Department:** Fire Chief Darren Foreman gave a report on their runs for the month.

**Report from Attorney:** Rob Reimondo said Tyler Nichols, Hilary Craig's Attorney, emailed him regarding the blighted property on 421 E Washington Street and said the Craigs are working on getting it torn down. Alaathea said she give a copy of the letter from Hilary C. and email from Tyler N. to the Town Council, also, call Hilary Craig and gave her Jay Busses' number so she could call him for a quote on a tear down. Rob R. asked Jay B. if he had received a call from Hilary Craig, Jay B. said no he has not.

**Clerk/Treasurer:** Alaathea F. presented Accounts Payable Voucher Register for February 1, 2023 to the Board, Shelly W. made the motion to approve the APV Register, Minnie H. seconded the motion, Minnie H. called for a vote, motion carried.

Alaathea F. presented the bank reconcilements for December 2022.

Alaathea F. presented the Board with the Fund Report, Appropriation Report, Revenue Report up to date.

Alaathea F. asked for approval from the Council to pay HWC Engineers' invoice for \$10,850.00 when grant money is received. Shelly W. made the motion to approve the payment, Minnie H. seconded the motion, Minnie H. called for a vote, motion carried.

Alaathea F. asked permission to spend Promotional Funds for the Town Easter Event in April. Shelly W. made the motion to approve using Promotional Funds for Easter, Minnie H. seconded the motion, Minnie H. called for a vote, motion carried.

Alaathea F. asked for approval to pay Kelley Kornbroke, Municipal Consultation & Customer Service, invoice for \$930.00 for helping with record retention. Shelly W. made the motion to approve the payment, Minnie H. seconded the motion, Minnie H. called for a vote, motion carried.

#### **Old Business:**

**Traffic Ordinance Speed Limit:** Alaathea F. this ordinance is still a draft, we did change the speed limit back to 30 mph, on page 8 changes were made for the fines for speeding and there is a \$25.00 dollar fine for other violations. Alaathea F. said she still needs to look into the process for collecting the fines or disputes. There was discussion on semi-trucks parking within a half of block. Shelly W. had concerns about vehicles park along the road with expired license plates. Rob R. said the blighted property ordinance addresses some of the vehicle issues.

**Shelter House:** Alaathea F. said Darrell Birge (from the Volunteers for New Richmond Improvements) was supposed to get a quote for the replacing the doors on the enclosed shelter house and bring it to the next meeting, he is not here tonight. Alaathea F. asked Jay B. if he had anyone give him a quote, he said no. Minnie H. asked Marvin Swick if he had heard anything, Marvin S. said no. Marvin S. said the Volunteers of New Richmond would like to pay for the doors and repair the posts on the big open shelter house. Alaathea F. said that Linda F. said in the last meeting we would need to see the quotes and get a certificate of insurance and a W9 form to have on file, because it is Town property. Minnie H. said we do not have any issues with the Volunteer group doing this, we just need to proper paperwork to protect the Town.

**Electric pole at the park:** Minnie H. asked if the electric poles were replaced. Alaathea F. said no not yet, but she did get an invoice for Tipmont' s labor to replace the poles which is \$1,500.00. Alaathea F. said she has not called the person in charge at Tipmont yet to see if they would donate their labor to our park and she did receive an 811-dig ticket from Tipmont so they do have us on the schedule.

**Coal Creek Fire & Rescue Agreement:** Alaathea F. said she had a conversation with Kevin McCord from the Coal Creek Township, he would like for the Coal Creek Fire and Rescue Board to have a meeting with the Town Board.

Rob R. said the day after February 1<sup>st</sup> meeting, he sent an email to Stu Weliever, Township's Attorney, asking about it and Stu W. said he would talk to them and get back with him, I have not heard from him yet. Rob R. said if the majority of the Town Council meets with them this will have to be an advertised meeting. After some discussion Minnie H. said this has gone on long enough, we need to get this taken care of. Rob R. said he will send another email out to Stu Weliever. Shelly W. asked Alaathea F. if she could reach out to someone on the Coal Creek Fire & Rescue board, Alaathea F. said she could talk to Matthew Kelp.

#### **New Business:**

**Resolution 2023-1 Transfer of Appropriations within the General & MVH Fund:** Alaathea presented to resolution to the Council and asked if anyone wanted it read aloud, no one wanted it read aloud. After some discussion Shelly W. made the motion to approve Resolution 2023-1, Minnie H. seconded the motion, Minnie H. called for a vote, motion carried.

**Resolution 2023-2 Providing Internal Temporary Loans:** Minnie H. asked Alaathea F. to explain this one. Alaathea F. said this was done on the advice from LWG CPAS Advisors, they advised instead of doing a bank loan on the street project that was done, do an internal loan from certain funds within the Town. The internal loan amount would need to be \$15,000.00, also we do have money budgeted in the MVH restricted fund to pay the remaining balance of the invoice for the street project. Rob R had no comments on this. After some discussion Shelly W. made the motion to approve Resolution 2023-2, Minnie H. seconded the motion, Minnie H. called for a vote, motion carried.

**Reach Alert renewal for 2023:** Alaathea F. presented the renewal contract for Reach Alert in the amount of \$351.00. Shelly W. made the motion to approve renewing the contract, Minnie H. seconded the motion, Minnie H. called for a vote, motion carried.

**Sell or Lease of Town Equipment:** Alaathea F. said she advised the Town Council to sell the salt spreader, the truck and the mower separately, if anyone of these items is appraised under \$1000.00 then they can be sold without advertising, if they are over \$1000.00 then they would need to be advertised. The estimated value of the truck and mower are over \$1000.00 so they would be advertised. Alaathea F. suggested the next meeting, March 1, be the deadline for accepting sealed bids, the equipment would be advertised 15 days before the meeting and a second time 7 days before the meeting. Alaathea F. suggested we put a minimum bid for each item, the truck being \$1,500.00 and the mower \$3,500.00, the salt spreader estimated value was under \$1,000.00. These estimates were base off of some estimates that Jay B. did for the Town. The Town Council was in agreement with the minimum bids for the truck and mower.

Alaathea F. said from what I understand towns can do lease agreement for equipment. The lease agreement is with Jay Busse, Earl H. and Jay B. said it would useful to keep the tractor in town so that they could use it to do the work they need and cut down on response time for Jay Busse for doing work in town. The Lease would be for 2 years, a payment once a year in the amount of \$12,250.00, a total of \$24,500.00, this would pay off the tractor and then it would become Jay Busse' tractor. Rob R. had no comments.

Shelly W. made the motion to approve the lease agreement with Jay Busse, Minnie H. seconded the motion, Minnie H. called for a vote, motion carried.

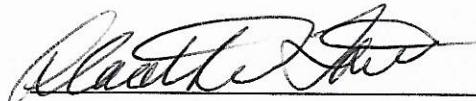
**Community Room Closet:** Shelly W. said Alaathea F. and I have different vision for the closet so I suggested bringing it before the Town Council. After some discussion the Council agreed to put the new shelving in the back of the closet and to buy carts for popcorn machines.

Shelly W. asked about having a Work Session later this month to discuss the Vendor Ordinance and a survey for the resident to give input on what they would like to see for their Town. The Council agreed to wait and do this later in March.

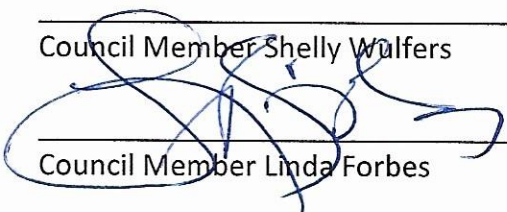
Next Town Hall Meeting is March 1, 2023 at 6:00 p.m.

Shelly W. made the motion to adjourn the meeting, Minnie H. seconded the motion, Minnie H. called for a vote, motion carried.

  
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President Minnie Howard

  
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Attest: Clerk/Treasurer Alaathea Foust

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Council Member Shelly Wulfers

  
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Council Member Linda Forbes